



North Carolina Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

Division of Purchase and Contract
Mike Mangum, State Purchasing Officer

March 22, 2005

MEMORANDUM

TO: All Purchasing Officers at State Agencies, Institutions,
Community Colleges and Universities

FROM: Mike Mangum *MM*

SUBJECT: SEALED BIDS - DEADLINE

Each year we call to your attention to the necessity of anticipating and submitting needs, which will require formal sealed bids before **fiscal** year end.

The legal and processing requirements for publicly advertised bids necessarily takes twenty to thirty days. Unusual requirements and those involving specifications work take longer.

THEREFORE, ANY REQUISITIONS FOR ITEMS THAT MUST BE ADVERTISED FOR BIDS SHOULD BE SENT TO THE DIVISION OF PURCHASE AND CONTRACT AS SOON AS POSSIBLE, BUT NOT LATER THAN MAY 1st. If the requirements are for other than standard or off-the-shelf types of items, chances are they will not be received and invoiced before the end of the fiscal year. In fact, some items already awarded and under order may not be delivered for several weeks or months into the next fiscal year.

You should analyze carefully any purchasing needs for the remainder of this fiscal year keeping in mind that **WE ARE NOT PERMITTED TO BUY FROM OTHER THAN LOW BIDDER IF THE SOLE REASON FOR DOING SO IS TO OBTAIN DELIVERY AND PAYMENT PRIOR TO FISCAL YEAR END.** If you have questions about projected delivery times, please contact the appropriate purchaser in our office.

Your cooperation will enable us to do a better job of securing your requirements.

MM:tk

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